# Kansas Department of Commerce
# Workforce Services
# Policies and Procedures Manual

**Policy Number:** 5-00-00

**Originating Office:** Workforce Services

**Subject:** Workforce Innovation Opportunity Act (WIOA) Policy Process

**Issued:** July 1, 2016

**Revised:** June 14, 2016, March 15, 2021

**Programs:** Federally funded Workforce Innovation Opportunity Act programs administered by the Kansas Department of Commerce and partner entities

**Purpose:** To transmit state policy and guidance regarding developing, reviewing, and distributing new and updated policies for federally funded Workforce Innovation and Opportunity Act programs administered by the Kansas Department of Commerce and partner entities.

**Reference:** None

**Background:** This document applies to all Workforce Innovation and Opportunity Act funded policies issued through the Kansas Department of Commerce by the State of Kansas Workforce Board.

**Action:** The procedures described in this document should be made available to all associates responsible for overseeing select federally funded workforce programs.

**Contact:** Questions should be directed to the **KANSAS**WORKS State Board Manager: workforcesvcs@ks.gov

**Attachment:** None

# Workforce Services Policy Process

***Definitions***

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|---|---|
| **Subject Expert:** | Commerce Staff person overseeing program for which the policy is being developed or revised. |
| **KWSB:** | **KANSAS**WORKS State Board. |
| **KWSB Director:** | Commerce Staff Person responsible for overseeing KWSB activities. |
| **KWSB Manager:** | Commerce staff person directed to carryout KWSB activities. |
| **Deputy Administrator, Policy:** | Commerce Staff person responsible for providing policy guidance and technical assistance. |
| **WIOA** | **Workforce Innovation Opportunity Act**<br>The **Workforce Innovation and Opportunity Act** (WIOA) was signed into **law** on July 22, **2014**. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. |
| **State Level Changes:** | Non-Substantive changes the state of Kansas proposes or mandates including procedural changes (e.g. contact information, reference to state function, term revisions per Commerce Communications Guidelines, adding attachment detailing format of an email message, rewrites to clarify with changing policy intent, etc.) |
| **Federal Level Changes:** | Changes the Federal Government mandates. |

## Policy Level Changes

This policy is to transmit state and federal policy, which would include additions, deletions and modifications to the policy statements of the **KANSAS**WORKS State Board. Policy changes require approval of the Executive Committee prior to release for public comment and approval of the KWSB to adopt.

## Procedure to Change Policies

1. Subject expert drafts new policy or revised current policy and sends redlined version via email to Deputy Administrator.

2. KWSB Manager sets format, proofs for grammar and punctuation and assigns policy number. Changes are tracked and a redlined version is returned to the subject expert. The subject expert is to accept or reject the changes and forward draft to staff tasked to review and proof the policy.

3. The subject expert develops talking points summarizing the new or revised policy and reviews them with the Executive Committee for approval.

4. The KWSB Manager posts a clean and redlined version on the policy website and notifies all interested parties that public comments are being accepted. Public comments are submitted to workforcesvcs@ks.gov.

5. The KWSB Director, Deputy Administrator and the subject expert meet to review the public comments and recommend action to take based on comments received.

6. Policy approval action at the following KWSB meeting will take place.

7. The KWSB Manager posts the policy on the policy website and notifies interested parties of its approval.

**Rescission Process**

1. The subject expert circulates policy to the KWSB Director and the Deputy Administrator to obtain approval to rescind/eliminate the policy.

2. The subject expert provides a summary as to the need to rescind the policy.

3. The KWSB Manager is notified of the policy rescission and tracks the information (e.g. date, person requesting rescission, reason for rescission, etc.)

4. At the KWSB Executive Committee meeting:

    a. The KWSB Manager will provide a list of proposed policies to rescind.
    b. The subject expert(s) will summarize reason for rescissions.
    c. If the KWSB Executive Committee approves rescissions the policies are archived.
    d. If the KWSB Executive Committee requests reassessment of proposed rescission or does not approve the request, the subject expert will reconsider the rescission.
    e. If the policy remains necessary to eliminate the subject expert will provide a follow-up summary to the KWSB Executive Committee.

5. Once the rescission is approved by the KWSB Executive Committee the policy is archived on the **KANSAS**WORKS Policy Website and notifies interested parties.

6. The KWSB  Executive Committee Chair reports action taken to the KWSB.